SPRING-FORD AREA SCHOOL DISTRICT

SECTION: ADMINISTRATIVE EMPLOYEES

TITLE: SICK LEAVE

ADOPTED: March 25, 1991

REVISED: January 22, 2018

334. SICK LEAVE

1. Purpose

SC 1154

There shall be a sick leave policy for administrative employees that ensures that such employees will receive no less than the minimum sick leave provided under law for professional employees.

2. Definition

SC 1154

Sick leave is defined as leave taken by a regular, fulltime employee of the school district who is absent from assigned duty because of personal disability due to illness or injury.

The district will provide administrators with up to twelve (12) days annually for sick leave; of which all shall be cumulative and is intended for non-work related use only.

3. Authority

The Board reserves the right to require of any administrator claiming sick leave pay sufficient proof, including a physician’s certification, of the employee’s illness or disability.

The Board shall consider the application of any eligible administrator for an extension of sick leave, pursuant to law where applicable, when the employee’s own accumulated sick leave is exhausted.

The Superintendent shall report to the Board the names of those administrators absent for noncompensable cause or whose claim for sick leave pay cannot be justified.

The misuse of sick leave shall be considered a serious infraction subject to disciplinary action.

The following conditions shall be part of this policy.

Eligibility

A sick leave absence shall commence when the administrator or agent, if the administrator is sufficiently disabled, reports the absence. A sick leave day, once commenced, may be reinstated as a working day only with the approval of the
### Proof Of Disability

An employee absent on sick leave may be required to submit a physician's written statement certifying his/her disability. The district reserves the right to request a second opinion.

### Duration Of Leave

Upon the expiration of all currently earned and accumulated sick leave, the Board may grant unpaid leave for the remainder of the school year. Each request shall be considered on its own merit.

### Records

The personnel records of the district for administrators shall show the attendance of each employee, and such days as that administrator may be absent shall be recorded with the reason for such absence noted. A record shall be made of the unused sick leave days accumulated by each administrator, which shall be made available to the employee in accordance with law.